Spicewood Beach POA Building Committee
Architectural/Building Request Form

In accordance with the recorded covenants, conditions and restrictions of the association, and in order to protect each individual lot owner's rights and values, it is required that any lot owner who is considering any improvement of his/her deeded property to include, but not be limited to any new structure, slab(s), carport(s), driveway, shed(s), fencing, building add-ons, etc., to submit the following to The Spicewood Beach POA Building Committee (SBPOABC) for approval prior to initiating work on the planned improvements:

Complete this Architectural/Building Request Form and include the following items.

1. Provide a survey/plat plan with lot dimensions and list the names of any streets bordering the property. Please show any existing improvements/structures on the plan.
2. Provide a survey/plat plan/plat map of your property showing the location of the proposed improvement(s)/structure(s) along with existing structures and setbacks from all property lines.
3. Include building plans and specification, dimensions of improvements, type of material being used including the exterior finish. (Please include any other helpful data/pictures/examples, which will better enable the SBPOABC to decide on your request).
4. Stake out/use paint markings to show where the proposed structure, fencing, driveway, carport, etc., will be on the property, and allow the SBPOABC access to the property to review stakes/markings.

If any change/modification is made to the property without SBPOABC/Board of Directors approval, the association has the right to require the homeowner to remove the improvement from the property. Any homeowner considering any exterior improvement to their property is urged to review the recorded deed restrictions prior to initial request. Please be aware once submitted, the Building Committee and Board of Directors has 45 days to notify owner of approval or denial. Approval/Denial MUST be in writing and signed by the Building Committee and Board of Directors, in the event of denial, reason for denial must be included in ruling. Property Owner has the right to file an appeal to the Board of Directors in the event of a ruling of denial.

Owner Name: _____

Mailing Address:_____

Home #:_____ Cell#_____

Email: _____

Association Name: Spicewood Beach POA Property Address: _____

Briefly describe the proposed improvement/structure to the property:

_____

_____

_____

_____

Who will be doing the actual work: _____

Location of the improvement/structure (example: front of the lot, back of the lot, side of a dwelling, etc.)_____

Material to be used for the improvement/structure (check all that apply)

_____Brick	_____ Cement
_____Wood	_____ Metal
_____Siding (Material Type: _____)	_____Asphalt
_____Other (describe)_____	

I agree not to begin property improvements without written approval from the SBPOABC/Board of Directors. I understand that all construction will meet with required codes and that the SBPOABC/Board of Director's approvals do not over ride codes but rather are intended to work with them.

_____	_____
Homeowner's Signature	Construction Start Date
_____	_____
Date	Estimated Completion Date

SBPOABC Recommendation:

SBPOABC Approval Date: _____

SBPOABC Denial Date: _____

Reason for Denial/ Recommendations to Board of Directors:

_____

Committee Signatures: _____
_____
_____
_____
_____

Board of Directors Approval/Denial and Date_____

Signatures of Board of Directors:

_____
_____
_____
_____
_____
_____

APPLICANTS SHOULD KEEP IN MIND THAT APPROVAL FROM THE ACC DOES NOT SERVE AS APPROVAL FROM THE COUNTY OR ANY GOVERNING ENITY. APPLICANTS MUST CONTACT THE COUNTY DIRECTLY REGARDING PERMITS AND CODE COMPLIANCE. APPLICANTS THAT ARE REQUIRED TO OBTAIN A PERMIT FROM THE COUNTY OF BURNET MUST PROVIDE PROOF OF THE APPROVED PERMIT WITH THIS APPLICATION PRIOR TO THE SBPOABC APPROVAL.